

Resident Scenic Designer/Technical Director

Job Description

Employment:

The Resident Scenic Designer/Technical Director is a member of Sunset Playhouse's full-time professional staff and reports to the Artistic Director.

General Responsibilities:

The Resident Scenic Designer/Technical Director is responsible for the scenic design and construction of sets for all Sunset Playhouse Furlan Mainstage, After Sunset, and School for the Arts productions, configuring the Marla Eichmann Studio Theater for Sunset Playhouse and rental events, maintaining the technical shop area and equipment, storing unused materials, set pieces, and seating components, providing general maintenance of the facility, and providing general support of the overall production capacity of the Sunset Playhouse company.



Specific Responsibilities:

The Resident Scenic Designer/Technical Director is responsible for the performance of the following duties listed, as well as additional duties that may arise in response to changing needs of Sunset Playhouse.

- Serve as Scenic Designer for the Furlan Mainstage Season, School for the Arts, and After Sunset productions
- Serve as primary contact for technical needs for all Furlan Auditorium and Marla Eichmann Studio Theater productions
- Construct all sets for productions, as well as painting and dressing of all sets in collaboration with volunteers
- Set up offstage and backstage areas to be utilized by cast & crew in the running of the show
- Set up the stage for special events such as the annual Preview Party
- Read and be familiar with all plays, musicals, and special events presented by the Playhouse
- In advance of each season, be aware of all technical aspects and special production requirements of the productions
- Attend all production meetings
- Recruit and train volunteers in all areas of production related to set construction, scenic design, lighting, and run crew and connect volunteers with appropriate leaders (paid or volunteer) in all areas of production for specific work assignments related to show production
- Organize and execute shop calls for volunteer labor to assist in building scenic elements

- Make recommendations to Executive Managing Director for equipment purchases and improvements to stage and shop, furniture storage and prop storage areas outside of regular approved yearly budget
- Help in the creation of production budgets with the Executive Managing Director and the Artistic Director, work within Board approved budgets
- Order all production related supplies and equipment that are not directly administered by other staff personnel, and keep backstage areas supplied and stocked
- Handle production personnel problems, bringing to the attention of the Artistic Director any issues needing final resolution
- Work collaboratively with Artistic Director on the creation of a yearly production calendar
- Oversee the set-up of all backstage areas for the run and strike of each show, including crew headsets, quick change areas, prop tables, safety lights, etc.
- Create and maintain a technical preparation schedule for each production
- Attend technical rehearsals for Furlan productions, Musical MainStage concerts, and School for the Arts productions (as needed)
- Align designs with the director's concept(s) for plays and musicals produced at Sunset Playhouse
- Purchase materials and receive their delivery
- Work with Lighting Designer to coordinate light hangs and assign duties to volunteers and paid labor as necessary
- Keep all Guest Directors and Artistic Director informed on the progress of the physical production including delays and potential problems
- Acquire, transport, and return borrowed furniture, set pieces, and equipment needed for the production. (If special transportation is necessary beyond Resident Designer/Technical Director's own vehicle, Resident Designer/Technical Director will rent a suitable moving vehicle which will be paid for from yearly Board approved budget)
- Assure readiness of the stage/set for play rehearsals to move onto the stage as scheduled, with particular concern for actor/crew/production personnel safety, in all offstage areas including backstage, control booth, crossover and entrance areas
- Set up any necessary technical equipment needed for technical rehearsals
- Obtain director and designer notes as applicable to the set and the stage/set/backstage environs
- Serve as technical/facility liaison for all production personnel
- Monitor and perform necessary repairs to the condition of the set and audience areas of the theater during performances and maintain communication/notes with the stage manager regarding any issues involving the physical show
- Strike Furlan Mainstage sets and re-stock those materials/items which can be reused for future productions